

ADMINISTRATIVE - INTERNAL USE ONLY

DDI- 01813/86

19 APR 1986

MEMORANDUM FOR:

[Redacted]

STAT

THROUGH:

[Redacted] Director
Office of East Asian Analysis

STAT

FROM:

John L. Helgerson
Associate Deputy Director for Intelligence

SUBJECT:

Women's Advisory Council

1. I am pleased to inform you of your selection as OEA's alternate representative to the DI Women's Advisory Council. Your term of office will begin in April 1986 and expire in April 1987.

2. The Women's Advisory Council makes an important contribution to the sound management of our Directorate. Thanks for taking the time to contribute to their mission.

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[Redacted Signature Box]

✓ John L. Helgerson

Attachment:

Women's Advisory Council Charter

ADMINISTRATIVE - INTERNAL USE ONLY

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SUBJECT: Women's Advisory Council

Distribution:

Original - Addressee

1 - OEA Admin Office

1 - DA/OP File Room (Pers File)

1 - DI/EEO/WAC File

DI/MPS/EEO 8 Apr 86

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ADMINISTRATIVE - INTERNAL USE ONLY

CHARTER OF THE DI WOMEN'S ADVISORY COUNCIL

Mission: To enhance the status and opportunities of women in the Directorate of Intelligence.

Functions:

1. To serve as a management advisory group on issues concerning the women in the DI.
2. To promote communication among women within the DI.
3. To act as a representative of DI women to DI management.
4. To identify problems of mutual concern within the DI and work with management to recommend remedial action.
5. To promote activities within the DI that increase awareness of goals and programs for women.
6. To identify and promote opportunities for women within the DI.
7. To advise the Federal Women's Program in the CIA.

Composition, Organization, and Procedures:

1. The Council serves at the pleasure of and will be subject only to the direction of the DDI, ADDI.

2. The Advisory Council will consist of one representative and one alternate (with voting rights when representative is absent) from each office in the DI. All DI members of the CIA Federal Women's Program Board will be invited to attend meetings.

3. Positions on the Advisory Council will be solicited by circulation of a vacancy notice within the appropriate office to all women employees--any of whom may volunteer. It is the responsibility of each outgoing member to see that this action is taken and it is the responsibility of the chairman to follow-up until a new member joins the group.

4. Members will be selected by each office from the professional, technical, and clerical ranks, and their selection should reflect a balance of experience and grade level. Prospective members will be interviewed by the EEO officers and a representative of the Council.

5. Terms of office on the Advisory Council will be 12 (alternate) and 18 (primary) months, these terms alternating within each office. Members may serve two consecutive years or at most three years. A memo of appreciation will be sent to each member upon the conclusion of a term.

Charter - DI Women's Advisory Council

6. Decisions of the Advisory Council will be reached by majority vote of those present. Each representative including the chairman and co-chairman will have one vote.

7. The chairman and co-chairman will be elected from and by the Advisory Council and serve for a period of 12 months. Elections will be held in February of each year.

8. The Advisory Council will meet at least monthly. The chairman will schedule and chair meetings and ensure that members are kept informed.

9. The secretaryship will rotate among Advisory Council members and follow from a roster which the chairman will compose. Minutes should be forwarded to the chairman within two weeks before the next meeting. Securing a room for meetings will be the responsibility of the chairman or her designee. The room number should be included in the minutes at the time they are forwarded to the members.

10. The Advisory Council will have the option of forming committees to support its activities, but individuals may be selected on an ad-hoc basis to support an activity for a limited time.

11. The chairman will provide orientation to each new member or appoint a membership officer to serve in that capacity.

ADMINISTRATIVE - INTERNAL USE ONLY

DDI- 01813/1-86

9 APR 1986

MEMORANDUM FOR: [REDACTED]
THROUGH: [REDACTED] Director
Office of African and Latin American Analysis
FROM: John L. Helgersen
Associate Deputy Director for Intelligence
SUBJECT: Women's Advisory Council

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[REDACTED]

John L. Helgersen

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Women's Advisory Council Charter

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SUBJECT: Women's Advisory Council

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Original - Addressee

- 1 - ALA Admin Office
- 1 - DA/OP File Room (Pers File)
- 1 - DI/EEO/WAC File

DI/MPS/EEO/ 8 Apr 86

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